

## **City Attorney**

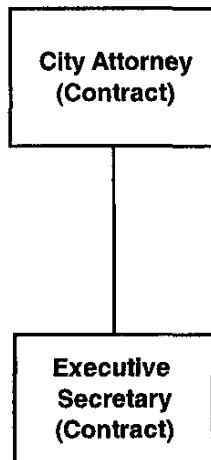
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### ***Mission Statement***

The City Attorney provides cost effective legal representation, analysis and guidance to the City Council and City staff.

### ***Divisions***

City Attorney



## CITY ATTORNEY'S OFFICE OVERVIEW

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	<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
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### Expenditure by Division

City Attorney's Office	<u>675,154</u>	<u>983,368</u>	<u>689,500</u>	<u>659,500</u>
<b>Total</b>	675,154	983,368	689,500	659,500

### Expenditure by Function

City Attorney's Office	<u>675,154</u>	<u>983,368</u>	<u>689,500</u>	<u>659,500</u>
<b>Total</b>	675,154	983,368	689,500	659,500

### Expenditure By Object

Personnel Services	0	0	0	0
Services and Supplies	675,154	982,943	689,500	659,500
Capital Outlay	0	425	0	0
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	675,154	983,368	689,500	659,500

**DEPARTMENT:** 2 City Attorney  
**DIVISION:** 12 City Attorney  
**FUNCTION:** 120 City Attorney

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**Division Description**

This division provides legal representation, analysis and guidance to the Mayor and City Council, City Commissions and City staff; reviews and prepares ordinances, resolutions and contracts; enforces municipal code provisions, writes legal opinions; directs and participates in litigation; reviews liability claims and represents the City in court as required. A contracted law firm provides legal services.

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	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
<b>Performance Indicators</b>				
Total service hours	4,909	5,676	4,760	4,800
Total on-site service hours	1,490	1,458	1,530	1,475

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**2002-03 Accomplishments**

1. Assisted staff with implementation of the Midtown Specific Plan.
2. Assisted staff with Selwyn Area Task Force.
3. Assisted staff with completion, closeout and claims on City Hall project.
4. Served as lead labor negotiator for Milpitas Employees' Association (MEA) negotiations and assisted in other labor negotiations.
5. Successfully resolved several employment grievances.
6. Assisted staff involved in City Hall Building Use Committee.

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**2003-04 Objectives**

1. Assist as lead and member of negotiation team for labor contracts.
2. Review and update as necessary Municipal Code provisions and standard operating procedures.
3. Assist with resolution of contractual issues for public works projects.
4. Work with Human Resources to complete revisions to City's Personnel Rules and Regulations.

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**Personnel Allotment**

Legal services are provided by contract with Meyers Nave.

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**Personnel Changes**

No change was requested.

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**Expenditure Analysis**

Personnel Services: Contractual legal services are shown in Services and Supplies.  
Services and Supplies: \$659,500 will provide for contractual retainers and legal fees.  
Capital Outlay: No capital outlay was requested.

**DEPARTMENT:** City Attorney  
**DIVISION:** City Attorney  
**FUNCTION:** City Attorney

		Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
<b>PERSONNEL SERVICES</b>					
4111	Permanent Salaries	0	0	0	0
4112	Temporary Salaries	0	0	0	0
4113	Overtime	0	0	0	0
4121	Allowances	0	0	0	0
4124	Leave Cashout	0	0	0	0
4131	PERS	0	0	0	0
4132	Group Insurance	0	0	0	0
4133	Medicare	0	0	0	0
4135	Worker's Compensation	0	0	0	0
4138	Deferred Comp	0	0	0	0
4139	PARS	0	0	0	0
4142	Vacancy Factor	0	0	0	0
4143	Charged to CIPs	0	0	0	0
	<b>Total</b>	0	0	0	0
<b>SERVICES AND SUPPLIES</b>					
4201	Community Promotions	0	0	0	0
4211	Equip Replmnt Amortization	0	0	0	0
4220	Supplies	5,309	3,685	5,000	5,000
4230	Services	669,845	979,258	684,500	654,500
4280	Elections	0	0	0	0
4410	Communications	0	0	0	0
4501	Memberships & Dues	0	0	0	0
4503	Training	0	0	0	0
	<b>Total</b>	675,154	982,943	689,500	659,500
<b>CAPITAL OUTLAY</b>					
4851	Vehicles	0	0	0	0
4870	Machinery & Equipment	0	0	0	0
4911	Office Furniture and Fixtures	0	0	0	0
4921	Machinery, Tools & Equip	0	425	0	0
	<b>Total</b>	0	425	0	0
	<b>Total Expenditures</b>	<u>675,154</u>	<u>983,368</u>	<u>689,500</u>	<u>659,500</u>

\_\_\_\_\_ 2003-2004 FINAL BUDGET \_\_\_\_\_

\_\_\_\_\_ CITY OF MILPITAS, CALIFORNIA \_\_\_\_\_